



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

PHILIPPINE SCIENCE HIGH SCHOOL- SOCCSKSARGEN REGION CAMPUS

Student Services Division

INCOMING GRADE 8 – GRADE 12 YEAR-END CLEARANCE & ENROLMENT GUIDELINES FOR SY 2020-2021

GENERAL INSTRUCTIONS

1. All enrolment forms are downloadable from www.src.pshs.edu.ph.
2. Use **white, substance 20, A4 size bond paper** only
3. Fill-out enrolment forms **COMPLETELY** and **LEGIBLY** in ink. You may also fill-out digitally. Use Blue ink only for the signature.
4. **PLEASE AVOID ERASURES. Don't use correction tape, correction pen nor erasable pen.** If mistake is unavoidable, cross out once, counter-sign, and write your final entry above it.
5. Do not leave any questions blank. Write **N/A** or **---** , if not applicable
6. Accomplished Enrolment Requirements / Documents are to be submitted upon return to school after the Quarantine (Wait for further instructions on the date), **except for the LETTER OF COMMITMENT and SCHOLARSHIP CATEGORIZATION Documents. Please refer below.**

Postal Address: Brgy. Paraiso, City of Koronadal, 9506

Email address: ssd@src.pshs.edu.ph

Contact no.: 0917-700-4562



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PLEASE REFER THE FOLLOWING FORMS IN THE ENROLMENT CHECKLIST

REGISTRAR UNIT

Requirements:

1. Enrolment Checklist Form
 - Please DO NOT write anything on the form except the name, incoming grade level and school year.
2. Student Information Form
 - 2 pcs. recent 1x1 picture (updated)
 - 2 copies
3. Scholar's Oath
 - 2 copies
4. Legal Guardianship Papers (if applicable)
 - For those who are **not** living with their parents
 - Should be notarized
5. Student Scholarship Categorization Data Form *(if applying for re-categorization)*
 - Should be notarized
 - Submit one (1) copy only
 - Parents and **not the scholar** are to fill out the form.
 - Do not leave any question blank. Write N/A if not applicable.
 - **Should be submitted with necessary attachments as enumerated in the checklist on or before June 30, 2020 to registrar@src.pshs.edu.ph**
6. **Student/Parent Commitment Form**
 - **Should be submitted to registrar@src.pshs.edu.ph on or before May 29, 2020**

REQUIRED DOCUMENTS to be attached for CATEGORIZATION:

A. INCOME:

WORKING PARENTS/GUARDIAN:

- Income Tax Return (ITR) of both parents OR
- BIR Certification of Exemption from non-filing of ITR

NON-WORKING PARENTS/GUARDIAN:

- Unemployment / Retirements Papers, if applicable OR
- BIR Certification of Exemption from non-filing of ITR

B. REAL PROPERTIES:

- Certified True Copy of the latest Tax Declaration/s of all real properties by Municipality/City Assessor **OR**
- Certificate of No landholding or Real Property by Municipality/City Assessor; with additional attachment below (as applicable):

1. If renting only, attached a certificate signed by the owner of the house and/or lot and indicate the amount of rental monthly or yearly;
2. If living with relatives, attached a notarized certification signed by the relative on the authentication of your claim and indicate the amount contributed to the relative, if any, on specific expenses (i.e. food, electricity, etc.)
3. Notarized Statement of Assets and Liabilities (SALN) (if applicable)

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C. VEHICLE OWNERSHIP / POSSESSION:

- Certificate of Registration of Vehicle/s, OR
- Certification from Land Transportation Office (LTO) for non-ownership of vehicle

D. ELECTRIC CONSUMPTION

- Electric Bills (*with kilowatt per hour*) for the last Three (3) months OR
- Statement of electric consumption from the power utility firm in the last three months

HEALTH SERVICES UNIT (CLINIC)

Requirements:

1. Health History and Personal Data Sheet (updated)
 - Recent 1x1 picture
2. Medical/Dental Consent Form (updated)
3. Complete Physical Examination
 - Should be examined and signed by family physician *Note: Fit for school*
2 copies (1 for HSU, 1 for RH for dormers)
4. Laboratory Results:
 - a. Chest X-ray
 - b. Urinalysis
 - c. CBC

Additional Requirements:

First aid kit to include: disinfectant/sanitizer, alcohol, masks and vitamins

RESIDENCE HALL UNIT

- Fill up all RHU forms if there is an intent to apply.
- For the **List of Appliances / Electrical Devices Form**, do not write anything on column #4 (FEE).
- Student applicants will be notified of the status of their residence hall application.
- Notarization of the contract will be done once the residence hall application is approved.
- Accommodation shall be prioritized based on grade level, scholarship categorization and distance of residence from the campus, discipline case record and compliance with residence hall rules and regulations.
- The campus shall reserve the right to reject applications for accommodations.
- Dorm fees and other dues to be paid upon return to school
- Additional Requirements: First aid kit to include: disinfectant, alcohol, masks and vitamins, Physical Examination form: *Fit for school*

PLEASE BE GUIDED ACCORDINGLY.

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